

DUTY STATEMENT

Class Title Associate Governmental Program Analyst	Position Number 580-140-5393-909
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Regulations, Privacy, and Special Projects	
Section	
Branch	
Division Office of Legal Services	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary:

Supervision Received: Under the direction of the Assistant Chief Counsel.

Supervision Exercised: None.

Description of Duties: See Below.

Percent of Time	Essential Functions
25	Independently analyze research and respond to incoming complaints, inquiries and surveys addressed to the Privacy Office Telephone line, the Privacy Office, and the Privacy Officer e-mail box in accordance with established policies and procedures. Responses may be written or by telephone, and will include correspondence composed for incumbent's own signature or that of the Privacy Officer. Responses may include the release of information and/or documents. Independently conduct investigations regarding breaches of privacy.
20	Independently analyze, research and resolve access to records request issues. Function as a Privacy Office liaison to CDPH programs for this purpose.
20	Provide guidance, consultation, and informal training to CDPH programs on privacy issues. Conduct formal training sessions for departmental staff utilizing PowerPoint. Administer the Department's Online Privacy Database. Function as a liaison between CDPH programs and the Privacy Officer. Gather and analyze data to make appropriate recommendations for the resolution of program procedural and privacy policy issues. Where appropriate, independently research and resolve such issues. Monitor corrective actions.
20	Attend privacy and California Office of HIPAA Implementation meetings as required. Coordinate meetings with programs and other departments, monitor and track action items, and ensure follow up.
10	Perform other duties as assigned by the Deputy Director and Chief Counsel, the Assistant Chief Counsel or the Privacy Officer.

Percent of Time	Marginal Functions
5	Maintain logs for complaints, privacy breaches, the Telephone line, Privacy Office mail, and accounting for disclosure logs. Make necessary arrangements for the translation of documents. Assist in maintaining the Privacy Office Department web pages. Assist in tracking and analyzing privacy-related legislation.

Employee's signature	Date
Supervisor's signature	Date